

Manning Agency Accreditation Application Form

Date: _____

This application is (check one):

New Application_____ **Renewal Application** _____ **Application after Suspension** _____

1. Agency Name: _____

2. Previous Agency Names: _____

3. Street Address: _____

4. Mailing Address: _____

5. Business Phone: _____ **Fax:** _____

6. Email: _____ **Web Site:** _____

7. Primary Point of Contact:

Name and title of US Embassy contact:	Email Address:

Name and title of person responsible for booking interview appointments:	Email Address:

8. Number of years agency has been in business: _____

9. Describe current or past affiliations with other manning and/or staffing agencies:

10. Name of bank(s): _____

11. List full names, dates of birth, titles, and contact information for the following:

- Executive officers
- Persons with ownership interest in agency or affiliated manning/staffing agency
- Primary contact person

12. Provide a copy of current NBI clearance letters for each person identified with item number 11. (No originals, please)

13. List all principals for whom the agency is manning ships.

14. Identify all ships organized by principal and provide the following for each ship:

- IMO number
- Type of ship
- Number of crew needed for the ship
- The date the ship last called on a U.S. port (or note that the ship does not sail to the U.S.)
- Unusual circumstances, if any (e.g., the ship is on dry dock, the ship has been renamed or has a new owner, the ship is changing its usual route, etc.)

15. Attach copies of the following documents:

- Business license
- Incorporation documents
- POEA certification
- SEC and ISO registrations

16. Number of seafarers affiliated with the agency: _____

17. Number of seafarers that have a U.S. visa: _____

18. Number of seafarers that applied for a visa in the past 12 months: _____

19. Number of seafarers that applied for a visa and were refused in the past 12 months:

20. Any additional information:

Please submit this form and all requested documents one month prior to the expiration of your accreditation. The Embassy encourages agencies to submit all their accreditation documents electronically Access to the NIV appointment system will be disabled if your application is incomplete.

Attn: NIV Seafaring Team
Nonimmigrant Visa Unit
mnlnivsea@state.gov
Reference: Accreditation Materials